

Transaction Justification PO-Related Voucher

Generally, much of the justification information required for a PO voucher is entered when completing the requisition and therefore should not be keyed when entering the voucher. Please note that part numbers are not sufficient descriptions for items purchased. Clear descriptions should be in the requisition.

WHERE

The ship-to may be sufficient. If it does not reflect the true location, make sure it is documented.

WHEN

The invoice date, both on the image and the voucher, satisfies this.

Vendor Invoice

This is your INVOICE Page: 1 of 1

DELL

FID Number: 74-2616805
Sales Rep: JARED B JISTEL
For Sales: (855)987-3355
Sales Fax: (877)254-8199
For Customer Service: (855)987-3355
For Technical Support: (800)695-8133
Dell Online: <http://www.dell.com>

Customer Number: 119188584
Purchase Order: 0000732492
Order Number: 464187034
Order Date: 09/12/13

Invoice Number: **XJ7FWX7R1**
Invoice Date: 09/23/13
Payment Terms: NET DUE 30 DAYS
Due Date: 10/23/13
Shipped Via: STANDARD GROUND
Waybill Number: 1205V47W4205064506

SHIP TO:
OBGYN & WOMENS HEALTH
DEANS OFFICE
515 DELAWARE ST SE MNC 395 420 DELA
WARE ST
MINNEAPOLIS, MN 55455-0357

SOLD TO:
#BWN-R0PV
#191: 8558 45R
ACCOUNTS PAYABLE
UNIV OF MINNESOTA
UNIV OF MINNESOTA
1300 S 2ND ST
MINNEAPOLIS, MN 55455-0341

Order	Shipped	Item Number	Description	Unit	Unit Price	Amount
1	1	320-9800	Dell S2340L, 23-inch Monitor, Customer Install	EA	136.99	136.99
1	1	992-2309	*1-Year Advanced Exchange Servi ce	EA	-	-
1	1	992-2329	*3-Year Advanced Exchange Servi ce	EA	23.00	23.00
1	1	313-7290	Dell AX210 Universal Serial Bus 1.2W Stereo Speaker World Wide Vostro Customer Kit -DISCOUNT/COUPON APPL	EA	18.99	18.99

Voucher Summary Tab

Business Unit: UMN01
Voucher ID: 02938361
Voucher Style: Regular
Vendor Name: DELL INC

Invoice Date: 09/23/2013
Invoice No: XJ7FWX7R1
Invoice Total: 178.98 USD
Pay Terms: Net 30
Voucher Source: Online

Entry Status: Postable
Match Status: Matched
Approval Status: Approved
Post Status: Posted

Budget Status: Valid
Budget Misc Status: Valid

Origin: 008
Created: 02/03/2014
Created By: PEREN005
Modified: 02/03/2014
Modified By: PEREN005
ERS Type: Not Applicable
Close Status: Open

WHY

The reason for a request should be included in the requisition.

WHAT

The invoice is specific here. If it isn't, ensure that voucher lines are.

Requisition Comments

Unit: UMN01 Req ID: Line: 1

Retrieve Active Comments Only

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending

Comments First 1 of 1 Last

Comment Status: Active

For the analysis of mass spectrometry data in the laboratory of Dr. [redacted] under the new MOCA grant.

Send to Vendor Shown at Receipt Shown at Voucher

Associated Document

Attachment Email

From -> REQ UMN01-0000711999

Invoice Information Tab

Business Unit: UMN01
Voucher ID: 02938361
Voucher Style: Regular

Invoice Number: XJ7FWX7R1
Invoice Date: 09/23/2013

Copy from a Source Document

PO Unit: Purchase Order: Worksheet Copy Option: None

Vendor: 0000000093
Name: DELLINC-001
Location: ROUNDROCK
Address: 3
Accounting Date: 02/03/2014
Currency: USD
Total: 178.98
Difference: 0.00

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1			23 inch monitor	1.0000	EA	159.99000	159.99

Distribution Lines

GL Chart	Exchange Rate	Quantity	Assets	Liabilities
1		159.99	1.0000 UMN01	3001 11757

WHO

The person initiating the request must be entered in the requisition comments.